

Requirements & Instructions - BARBER

Access this form via website at: www.state.hi.us/dcca/pvl

THE LAW

To practice barbering in Hawaii, a barber license is necessary as provided in Chapter 438, Hawaii Revised Statutes and Chapter 16-73, Hawaii Administrative Rules. Effective January 1, 1994, the law was amended to change the training to 1,500 clock hours in compliance with the Board's curriculum.

QUALIFICATION INFORMATION

IMPORTANT

Hawaii does not reciprocate with any jurisdiction, therefore, a person shall apply, qualify, be tested and pay the necessary fees to become licensed by the Board of Barbering and Cosmetology (Board).

Barber services in Hawaii basically includes the following: Haircut, shave, scalp treatment, hair color, hair bleach, hair relaxing, and permanent waving.

QUALIFICATION REQUIREMENTS

1. Be at least 17 years of age.
2. Have at least 1,500 clock hours of barber training.
3. Experience will be recognized only after licensure and/or completion of training, and may be used to satisfy differences in training. Experience totaling not less than 6 months will be accepted. Cosmetology training in the hairdresser classification will be recognized toward barbering. The training would be evaluated to determine the amount of acceptable training.

OUT-OF-STATE APPLICANTS

Qualification may be satisfied by having an out-of-state license and may include verifying at least 6 months of experience since holding the license. The license is recognized only for the amount of training required for the license. If the training is less than 1,500 hours then a minimum of 6 months experience is necessary to satisfy any difference in the training requirement.

TEMPORARY PERMIT

A Temporary Permit is issued upon request to an applicant who has satisfied and filed a completed Barber Application. The applicant completes the temporary permit application which includes payment of a separate fee.

APPLICATION AND SUPPORTING DOCUMENTS

APPLICATION FORM

Complete the application using a typewriter or print legibly in dark ink. Answer all questions. If an item is not applicable, indicate N/A (not applicable). Illegible writing could result in application processing delays.

- **Failure to provide all the requested information will delay the processing of your application.**

Sign and date the application.

Supporting documents (labels, verification form, licenses, transcript, etc.) should be attached to the application including the necessary fee amounts to have a complete application packet.

OUT-OF-STATE APPLICANTS

Submit a copy of license and/or transcript of training that identifies the barber subjects and hours of training. Also, verification of experience of at least 6 months is necessary if training is less than 1,500 clock hours.

TRAINING/EXPERIENCE VERIFICATION FORM

This form is used to verify **apprenticeship training** and/or **barber experience**. The training and/or experience shall be verified by a qualified (licensed) barber.

Complete the top portion of the form, then have your supervisor/employer complete the bottom portion. Should the form be used to verify apprenticeship training, then be sure barber subjects and hours are included on the form.

TEMPORARY PERMIT FORM

Complete and submit this form if you wish to have a Temporary Permit, along with the appropriate fee amount.

(CONTINUED ON BACK)

SUPPORTING DOCUMENTS

Submit:

- 1) **Transcript** of barber training showing subjects and hours per subject with total training hours.
- 2) Current Barber License if you are an out-of-state applicant. License recognized only for the amount of training required for that license.
- 3) Other documents that verify training or experience.

FEES

Attach the nonrefundable application fee of \$20.00 to the application.

The **Temporary Permit** fee is \$25.00 when requesting and completing the Temporary Permit Application.

Make checks payable to *COMMERCE AND CONSUMER AFFAIRS*.

Note: *One of the numerous legal requirements that you must meet in order for your new license to issue is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.*

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

The examination fee is to be made out and paid directly to the testing agency, after approval of the Barber application.

LAWS & RULES

A copy of the Board's laws, Chapter 438, Hawaii Revised Statutes, and rules, Chapter 73, Hawaii Administrative Rules, may be purchased for \$1.25 from: *Cashier, DCCA, P.O. Box 541, Honolulu, Hawaii 96809*. Price subject to change without notice. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Law may be purchased separately for 75¢.

The barber examination will include questions from the Board's laws and rules.

BOARD'S ADDRESS

Mail or deliver your application and fee to:

Board of Barbering and Cosmetology
DCCA, PVL Licensing Branch
P. O. Box 3469
Honolulu, Hawaii 96801

or

Deliver to Office Location at:
1010 Richards St., 1st Flr.
Honolulu, HI 96813
Phone No. (808) 586-3000

LICENSING PROCESS

APPLICATION FILING

The barber application with supporting documents including appropriate fees must be submitted at least **45 days** prior to a scheduled examination. It is the responsibility of the applicant to ascertain the filing deadline and the examination date. **Incomplete and/or irregular applications will not be accepted and returned with a deficiency notice.**

- Unnecessary calls and visits are attended to by the same personnel who process your application and will only delay processing.

Approximately three (3) weeks after receipt of a completed application, an action notice is sent to the address of record. Along with the notice, the approved applicant will receive an examination packet and a temporary permit if requested.

TEMPORARY PERMIT

After qualifying for exam, a Temporary Permit is issued by completing a Temporary Permit application. The Temporary Permit is a privilege to work and train under supervision while waiting to take examinations, and is valid for a period covering four (4) examinations (approximately one year).

A Temporary Permit is issued only once and is not re-issued or extended. Applicants are encouraged to take the scheduled exams. Applicants with expired Temporary Permits who have not passed the exam are required to register as apprentices for six months before starting the licensing process again.

EXAMINATION INFORMATION

Exams are scheduled four (4) times in one year, usually in March, June, September, and December at five (5) test sites.

The exam will be written multiple choice that tests the applicant's theoretical and practical knowledge in barbering and include Hawaii Barber Law and Rules questions.

If the applicant does not pass the exam within the four (4) exam period (from application approval date and ends about one year later), an apprenticeship of six (6) months must be served before qualifying for exam again.

REGISTRATION WITH TESTING AGENCY

The qualified applicant will be issued an Exam Registration form and a Candidate Information Brochure. The Exam Registration form must be completed and sent directly to the testing agency with the exam fee by the registration deadline. Please note and observe the testing agency's registration deadlines. Missing a deadline means missing one (1) of four (4) opportunities to pass the exam.

The testing agency will contact you for re-exam.

AFTER PASSING THE EXAM

When you are notified of passing, included will be license fee information. You would become licensed by paying the necessary fees for licensure.

KEEPING UP YOUR LICENSE

All licenses, regardless of issuance date, expire December 31 of each odd-numbered year and are subject to renewal. Renewal applications are sent about sixty (60) days prior to the license expiration date. To ensure receipt of mail, keep the Board informed in writing of your current address. If you do not receive a renewal application at least (thirty) 30 days prior to the expiration date, contact the Board's office. License renewal after the expiration date and within three (3) years are subject to penalty fees. **After three years license forfeiture reapplication is required.**

ABANDONMENT OF APPLICATION

You must submit all required documents and information within two years from the last date documents or information were requested or it will be considered abandoned and the Board may destroy it

A LICENSED BARBER IS ABLE TO PRACTICE AT A LICENSED BARBER OR BEAUTY SHOP. AN APPROPRIATE SHOP LICENSE IS NECESSARY FOR A LOCATION WHERE THE BARBER/COSMETOLOGY PRACTICE OCCURS.

APPLICATION FOR EXAM & LICENSE - BARBER

Read the requirements and instructions on attached sheet.

Legal Name (First-Middle)

(Last)

Residence Address (Include apt. no., city, state & zip code)

Mailing Address (ONLY if different from residence location)

Social Security No.

Phone No.

FOR OFFICE USE

☐ Initial

☐ 6-Month

☐ Barber Training

☐ Out-of-state lic. Experience

License No.
BAR-

Date Eff.

Circle or underline answers:

- 1) Are you at least 17 years of age?

YES

NO
- 2) Are you a U.S. citizen, U.S. national, or an alien authorized to work in the U.S.?

YES

NO
- 3) In the past 20 years have you ever been convicted of a crime in which the conviction has not been annulled or expunged?
(If "YES," explain on a separate sheet)

YES

NO
- 4) Are you aware the Board requires 1,500 clock hours of Barber training from a school or as an apprentice?

YES

NO
- 5) Are you able to verify Barber Training either in school or as an apprentice?
(If "YES" attach the Barber Training form)

YES

NO
- 6) Do you hold a BARBER'S LICENSE from another jurisdiction (State)?
(If "YES," attach copy of license)

YES

NO
- 7) Have you applied for or held a barber license in Hawaii?
(If "YES," month and date of application or Hawaii License Number _____)

YES

NO
- 8) Are you aware that six months of experience would satisfy differences in training?
(If training and/or experience is less than required, applicant shall do necessary training to satisfy the 1,500 hour requirement)

YES

NO
- 9) Are you requesting a Temporary Permit?
(If "YES," complete the attached Temporary Permit Form and include permit fee)

YES

NO

BARBER TRAINING	Name of School/Shop (Including Apprentice Training)	Location of School (city-state, country)	Dates Attended (mo/yr)		Hours Completed
			From	To	
	Barber School/Shop				hrs
					hrs
					hrs

(Continued on Back)

Barber:	App	040	\$20
	Lic	045	\$10
	CRF	C13	\$35/70
	1/2 ren	030	\$15
	Service fee	BCF	\$15

BARBER EXPERIENCE	Name of Employer	Address of Employer	Dates Employed (mo/yr)		Length of Service	Av Hrs Per Week	Position Title
			From	To			
					Yrs mos		
					Yrs mos		
					Yrs mos		

BARBER LICENSES HELD	Name of State	Method of Licensure	Type of License Held	Date Licensed
	Circle or underline your answers and give details when required: 1) Has any license ever been suspended, revoked or otherwise subject to disciplinary action? YES..... NO 2)....Are there any disciplinary actions pending against your license?..... YES..... NO <i>If your response is "yes" to either questions, give details on a separate sheet of paper.</i>			

Affidavit of Applicant:

I solemnly swear that the answers and statements contained in this application, and the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of license (Section 710-1017, Hawaii Revised Statutes).

Date

Signature of Applicant

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

Application for Temporary Permit – BARBER

Please read the "Requirements & Instructions" before completing this form. This should be completed only when requesting a temporary permit. Applicants for Temporary Permit should already have an application for exam on file with the Board, OR an application for exam should accompany this application.

Name (First-Middle)

(LAST)

Mailing Address (Include apt. no., city, state & zip code)

Social Security No.

Phone No.

FOR OFFICE USE ONLY

Permit No.

Eff. Date:

Exp. Date:

Mailed:

Circle or underline your answers:

- 1) Are you aware that the temporary permit is a privilege to train and work while the applicant is awaiting the examination? YES NO
- 2) Are you aware that a temporary permit is available only to those that file a completed Application for Exam and License? YES NO
- 3) Are you aware that once issued the temporary permit is valid for four (4) examinations scheduled by the board (approx. 1 year), in which time the applicant is required to take and pass the examination? YES NO
- 4) Are you aware that a temporary permit **WILL NOT BE EXTENDED OR REISSUED**? YES NO
- 5) Are you aware that when your temporary permit expires and you have not passed the examination you are required to register as an apprentice for 6 months before you are eligible to apply for the examination again? YES NO
- 6) Are you aware that the board encourages you to register with the testing agency and take the first available and all subsequent examinations? YES NO

Affidavit of Applicant:

I solemnly swear that the answers and statements on this application are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of license/permit (Section 710-1017, Hawaii Revised Statutes).

Date _____

Signature of Applicant _____

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

TRAINING/EXPERIENCE VERIFICATION - BARBER APPLICANT

PART 1. TO BE COMPLETED BY BARBER APPLICANT			
Name (First-Middle)		(Last)	
Date		Complete Mailing Address	
		Phone No.	

PART 2. TO BE COMPLETED BY SUPERVISOR OR EMPLOYER OF BARBER APPLICANT							
To supervisor/employer: The following information is needed to determine if the above-named individual meets requirements for a barber's license in Hawaii. Your help in providing accurate information will be appreciated. Please return the completed form to the applicant.							
<hr/>							
Check one: The person named above: <table border="0"> <tr> <td><input type="checkbox"/></td> <td>served as an apprentice under my supervision. (Training)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>was employed as a barber. (Experience)</td> </tr> </table>				<input type="checkbox"/>	served as an apprentice under my supervision. (Training)	<input type="checkbox"/>	was employed as a barber. (Experience)
<input type="checkbox"/>	served as an apprentice under my supervision. (Training)						
<input type="checkbox"/>	was employed as a barber. (Experience)						
<hr/>							
Start Date	End Date	Total Time (yrs/mos)	Total Hours				
<hr/>							
This section is to verify the TRAINING/EXPERIENCE of the applicant. The information provided will determine if the Barber Applicant has sufficient hours in the appropriate subjects to meet the barber qualification requirements.							
<u>TRAINING:</u> Subject and hours Theory, Barber Haircutting and Hairstyling Haircoloring, Relaxing and Bleaching Permanent Waving Shampooing and Conditioning Shaving, Moustache and Beard Trims Facials Scalp Treatments Shop Management and Sales Sanitation and Sterilization Practices Other (name subjects) <div style="text-align: right;">Total Clock Hours =====</div>		<u>EXPERIENCE:</u> Describe work.					
<hr/>							
This is to certify that the information provided on the Barber Applicant named on this form is true and correct and that I am licensed or otherwise a qualified person.							
Date _____		_____ Signature of Supervisor/Employer					
		Print Your Name _____					
License No. _____		Title _____					
License Expiration Date _____		Shop's Name & Address _____ _____ _____					
		Phone No. () _____					

Instructions to the Applicant: If applying for a temporary permit, this form will be signed by the Executive Officer before mailing. Please PRINT in your NAME & COMPLETE MAILING ADDRESS in the block below

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TEMPORARY BARBER WORK PERMIT

This authorizes the person named below to work as a BARBER under supervision of a licensed barber in the State of Hawaii covering a period of four examinations scheduled by the board. Since the Permittee is afforded an opportunity to work while taking examinations, the Permittee is responsible to register and take the earliest scheduled and all subsequently scheduled examinations. All rights to continue work expires after the fourth examination. This permit will not be extended nor reissued.

Permittees with expired temporary permits who have not passed the examination are required to register as apprentices for 6 months before starting the application process again.

**VALID ONLY WHEN SIGNED BY THE EXECUTIVE OFFICER, BOARD OF BARBERS, STATE OF HAWAII
THIS BARBER TEMPORARY PERMIT SHALL BE CONSPICUOUSLY DISPLAYED**

Print Name & Complete Mailing Address in Block Below:

PERMIT NO. ____ J - _____

EFFECTIVE DATE _____

EXPIRATION DATE _____

Executive Officer
Board of Barbering and Cosmetology